

## **EMPLOYEE BENEFITS**

Regular full-time and part-time employees have various benefits available. The following is a list of available benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Flexible Benefit Plan
- Employee Counseling Program
- Vacation Leave
- Sick Leave/Family Sick Leave
- Personal Leave
- Holiday Leave
- Maryland State Pension System
- 457 Deferred Compensation Plans
- 401(a) Matching Plan
- State Employees Credit Union & First Financial Federal Credit Union
- Direct Deposit of Pay Checks
- Westminster Family Center  
FREE Membership

*Available benefits are subject to change without notice. Benefits are not available for temporary and seasonal employees.*

## **TO APPLY**

To apply for an advertised job opening, a City of Westminster Job Application Form must be completed, signed and submitted prior to the posted deadline. Some positions may require a resume. No late applications are accepted.

**City of Westminster Job Hotline:  
410-848-6023**

### **Applications can be obtained and submitted:**

#### In person at the

Human Resources Office  
City Hall  
1838 Emerald Hill Lane  
Westminster MD 21157  
(Monday - Thursday 7:30AM to 5:30PM;  
Closed Friday)

### **Applications can be requested and submitted:**

#### By mail

City of Westminster Human Resources  
1838 Emerald Hill Lane  
Westminster MD 21157

#### By fax

410-848-3954  
If the application is submitted by fax, the original signed application must be mailed by the posted deadline date.

### **Applications can be requested:**

#### By phone

404-848-6043 or  
410-848-1313 (Ext. 6043) –OR--

#### Downloaded from

[www.westgov.com](http://www.westgov.com)

Upon receiving a request, applications will be mailed, emailed or faxed to applicants as instructed.

All applicants receive a post card confirming receipt of their application.

## **JOB OPENING ADVERTISEMENTS**

Regular full-time and regular part-time job openings are usually advertised as follows:

### **Newspapers**

Carroll County Times  
Baltimore Sun

If the position requires specialized skills, the opening may be advertised in professional journals or through other appropriate methods.

### **Bulletin Boards**

City Hall  
1838 Emerald Hill Lane, Westminster

Carroll County Business & Employment  
Resource Center  
224 North Center Street, Westminster

Maryland Job Service  
224 N. Center St., 2<sup>nd</sup> Floor  
Westminster

### **Internet**

Job openings page on the City of Westminster's web site at: [www.westgov.com](http://www.westgov.com).

### **Job Hotline**

410-848-6023

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*With the exception of Certified Police Officer positions, all new and open regular full-time and regular part-time positions may be advertised internally prior to advertising to the public.*

*The application process and advertising methods are subject to change without notice.*

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**CITY OF WESTMINSTER  
WESTMINSTER, MARYLAND**

With 18,000 plus citizens, Westminster is a City steeped in tradition and history but progressive when it comes to technology and business development. As the county seat of Carroll County, Westminster is the center of a fast growing commercial and industrial base, much of the latter located in the campus surrounding the modern Air Business Center. Westminster is close to both Washington, D.C. and Baltimore in a County where the school system consistently ranks as one of the best, if not the best, in Maryland.

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**HUMAN RESOURCES OFFICE**

The City of Westminster Human Resources functions, including recruitment of new employees, employee benefits administration, and payroll are all under the direction of the Office of the Administrator.

The City of Westminster accepts job applications when there is an advertised opening for a new position or vacant position through the Human Resources Office located in City Hall.

Unsolicited applications/resumes will not be accepted.

**Employing and Promoting Equally  
Today and Tomorrow  
EOE**

The City of Westminster firmly commits to a policy of equal employment opportunity for applicants and employees, consistently complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, genetic information, political affiliation, or status in any other group protected by federal/state/local law. If you feel that you have been treated unfairly or in a discriminatory manner during the recruitment process, you should promptly contact the City Administrator.

# City of Westminster



## **EMPLOYMENT OPPORTUNITIES INFORMATION**

HUMAN RESOURCES OFFICE  
CITY HALL  
1838 EMERALD HILL LANE  
WESTMINSTER, MD

410-848-6043  
OR  
410-876-1313 (EXT. 6043)

**Job Hotline:  
410-848-6023**